

**Fitchburg Municipal Airport**  
**February 18, 2015 –Airport Commission Meeting -18:00 Hours**

1. Chairman's Remarks

- Participant Requests
- No Cell Phones during meeting.
- Meeting protocol – Stand, state your name, one conversation at a time, stay on point, face the Commission
- Standardized Policy approval YY-MM-Sequence (i.e. 15-02-xx)

2. Correspondence

- None received

3. Approval of Minutes – January 2014

4. Consultant Report/Gale

- Project Update
  - FEIR
  - Phase 1 Easement
  - Phase 2 Easements
  - Phase 3 Easement and Permitting
  - Runway 14 Obstruction Removal

5. Old Business

- Hangar 7 / Twin City – S.Ellis – Discuss Building Issues and Timeline for Roof and Interior repair RFP Status
- KFIT – New Admin Building – Update – J.Poznick/S.Ellis
  - Funding Approval
- Hangar Space policy – S.Ellis

6. New Business

- Chamber of Commerce Event May 28, 2015
- Fuel Provider – Change in provider

7. Financial and Operations Management Updates – S.Ellis

Monthly Activity

- FY15 Jan Financial position
- Monthly activity review
  - A/R Rent Review
    - Other aged Items and action plan
  - A/R Fuel review
    - FCA Fuel Aging – Status
    - Other aged Items and action plan
- New Abatements – none submitted

a. Operational Update & Manager's Report

- i. Customer Service – Standards
- ii. MUNIS Transition and Customer Account reconciliation and migration - Progress
- iii. Work Assignments – Who is doing what
- iv. SeaSide Aviation Lien Updates
- v. Airport Projects:
  - 1. Hangar 1 Insulation – Status
    - a. Peg board
  - 2. Overhead Door SRE - Status

8. Closing Remarks

9. Next Meeting – March \_\_\_\_ 2015 @ 18:00 Hours

10. Executive Session (if required) **YES**

Topic if Yes: 1. To discuss Avigation P1/P2 Easement Offers and Status

11. Regular Meeting adjourned at \_\_\_\_\_

12. Executive Session Started at \_\_\_\_\_ Adjourned at \_\_\_\_\_